

Government of West Bengal
Housing Department: A & E Branch
N.S. Buildings, 1st Floor, Block – A, 1 – K.S. Roy Road, Kolkata – 700001

e-file No. HO- 11012 (99)/1/2022-Estt. Cell

No. _____

Date: 25-03-2025

In partial modification of this Department's earlier Order No. I/578375/2024 dated 25-11-2024 relating to distribution of works, the following officers (WBSS Cadre) of this Department will look after the following matters as mentioned in column 3 against their names and designations with immediate effect and until further orders:

Sl. No.	Name & Designation	Allotment of Works
(1)	(2)	(3)
01.	Sri Dipak Kumar Biswas, Deputy Secretary	<ol style="list-style-type: none"> 1. General administrative and establishment matters of this Department 2. Annual Performance Report (APR) & ACR of employees. 3. Matter related to RTI & WBRTPS Act 4. Land Cell 5. I.T matters of this department. [Viz. Banglar Mukh, E.O.D.B., Website Upgradation, e-office and WFTS] 6. All other matters as may be assigned.
02.	Sri Jayanta Saha, Assistant Secretary	<ol style="list-style-type: none"> 1. Matter related to Joint Venture Cell. 2. S.P.I.O, R.T.I Act, 2005 of this Department. 3. Audit related matters 4. All other matters as may be assigned.
03.	Sri Apurba Kumar Maiti, OSD	<ol style="list-style-type: none"> 1. Matters related to allotment Cell. 2. Matters related to Apartment Cell. 3. Any other matter as may be assigned from time to time.
04	Sri Pradip Kumar Ekka, OSD	<ol style="list-style-type: none"> 1. Establishment matters (Procurement, payment, outstation leave, and Compassionate ground appointment) 2. Matters related to Medical Cell. 3. Any other matter as may be assigned from time to time.
05	Sri Asit Kumar Chakraborty, OSD	<ol style="list-style-type: none"> 1. All matters related to Issue and Despatch Section. 2. Any other matter as may be assigned from time to time.
06.	Sri Deepak Roy, Special Officer	<ol style="list-style-type: none"> 1. H.B.L.O related matters. 2. All matters related to Grievance (Sarasori Mukhyamantri) 3. A.S.P.I.O, R.T.I Act, 2005. 4. Any other matter as may be assigned from time to time.
07	Sri Saroj Kumar	<ol style="list-style-type: none"> 1. D.D.O & Accounts of Housing Department.

	Dey, Registrar	<ol style="list-style-type: none"> 2. Matter related to Stock Register. 3. All policy matters. 4. Leave matters of employees 5. Matters related to Akanskha, Abasan & Oitika 6. Any other matter as may be assigned from time to time.
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Additional Secretary
to the Government of West Bengal

No.

Date:

Copy forwarded for information & taking necessary action to:

1. The Sr. P. A. to the Principal Secretary of this Department
2. The P.A. to the Special Commissioner of this Department
3. The P.A. to the Special Secretary of this Department
4. Sri Dipak Kumar Biswas, Deputy Secretary of this Department
5. Sri Jayanta Saha, Assistant Secretary of this Department
6. Sri Apurba Kumar Maiti, OSD of this Department
7. Sri Pradip Kumar Ekka, OSD of this Department
8. Sri Asit Kumar Chakraborty, OSD of this Department
9. Sri Deepak Roy, Special Officer of this Department
10. Sri Saroj Kumar Dey, Registrar of this Department
11. Office copy

Deputy Secretary
to the Government of West Bengal